Mission

Waukesha County Technical College provides accessible career and technical education to strengthen our community through lifelong learning.

Vision

Waukesha County Technical College is the distinct choice for innovative and transformative education.

Values

Commitment

We are committed to creating a learning environment that fosters dependability, effectiveness, responsiveness, stewardship and accountability.

Integrity

We work together promoting a climate characterized by honesty, truthfulness, fairness and trust.

Relationships

We encourage collaboration through teamwork, respecting diversity among our College community.

Communication

We share information and ideas in an open, honest and timely manner throughout the College.

Learning

We provide opportunities for learning technical and critical life skills for members of our College community.

Excellence

We continually improve as we explore innovative, high-quality and flexible learning options.
Welcome to Waukesha County Technical College!

The faculty and staff are excited to have you as a part of the WCTC community, and we're looking forward to helping you achieve your academic and career goals.

WCTC is committed to student success. We're here to help you develop the skills needed to be competitive in today's job market, and our sophisticated, state-of-the-art technology that is integrated into all WCTC programs allows for cutting-edge learning opportunities. We want your experience here to be a positive one, so if you have questions or concerns, be sure to ask!

The 2018-19 WCTC Student Handbook and Calendar is designed to provide you with an overview of people, places and resources available at the College. Comprehensive handbook details are available on the myWCTC student portal.
# TABLE OF CONTENTS

**Life at WCTC**
- Bookstore .......................................................... 4
- Career Connections .................................................. 4-5
- Child Development Center and Lab School .................. 5
- Financial Aid .......................................................... 6-7
- Fitness Center ......................................................... 7-8
- Food Services ......................................................... 8
- Global Education/International ................................. 8
- Registration ........................................................... 9-12
- Student Accessibility ............................................... 12
- Student Development ............................................. 13-16
- TechEx Center ......................................................... 16

**Learn at WCTC**
- Critical Life Skills .................................................. 17
- Academic Advising .................................................. 18
- Counseling ............................................................ 18-19
- Credit for Prior Learning .......................................... 19
- Grading and Academic Policies ................................ 19-20
- Graduation Requirements ......................................... 20
- Student Enrichment Center ...................................... 21
- Technology Resources at WCTC ............................... 23-24
- Testing Services ..................................................... 25
- Veterans Services ................................................... 25

**Things to Know**
- Student Code of Conduct ......................................... 26-28
- Academic Misconduct ............................................. 28-29
- Academic Standing ................................................... 30
- Alcohol and Drug Policy ........................................... 30-31
- Automated Teller Machine (ATM) ............................ 31
- Bad Weather/School Closings ................................... 31
- Cell Phones/Electronic Devices ................................. 31
- Classroom Attendance ............................................. 31-32
- Classroom Recording Policy .................................... 32-33
- College Safety ......................................................... 33-36
- Evacuation Maps and Emergency Procedures ............. 36-41
- Equal Opportunity at WCTC ..................................... 41
- Family Educational Rights and Privacy Act ................. 41-42
- Lost and Found ....................................................... 42
- Notice of Nondiscrimination ..................................... 42
- Personal Student Messages ....................................... 42
- Posters and Flyers on Campus .................................. 42
- Religious Belief Policy .............................................. 43
- Restraining Orders/Orders of Protection ..................... 44
- Sex Offender Policy .................................................. 44-45
- Understanding Title IX and Your Rights .................... 45-46
- Voluntary and Involuntary Withdrawals Policy .......... 46

**Academic Calendar** .................................................. 47
**Weekly Calendar** ..................................................... 48-151
**Index** ..................................................................... 152
**Map** ...................................................................... 153
IMPORTANT RESOURCES

Advising
College Center, room C-021
262.691.5400
www.wctc.edu/advising

Bookstore
Building K (moving to Student Enrichment Center in Sept. 2018)
262.691.5304
www.wctc.edu/bookstore
www.wctcbookstore.com

Counseling
College Center, room C-022
262.695.3440
www.wctc.edu/counselors

Career Connections
Three locations:
Career Center
Workforce Development Center, room W-105
262.695.7848

Advising Center
College Center, room C-022
262.695.6579

Waukesha Campus, room WK-101C
262.695.6506
www.wctc.edu/career-connections

Enrollment Center
College Center, room C-019
Admissions - 262.691.5200
www.wctc.edu/admissions

Financial Aid – 262.691.5436
www.wctc.edu/finaid

Registration – 262.691.5578
www.wctc.edu/registration

Fitness Center
Service Building, room S-107
262.691.5549
www.wctc.edu/fitness

Global Education/International
Global Education Center
College Center, room C-018
262.691.5209
www.wctc.edu/global

General Information
262.691.5566

Multicultural Resource Center (MRC)
College Center, room C-012
262.691.5175
www.wctc.edu/mrc

Security
Campus Security Office
College Center, room C-006
262.691.5225

Student Accessibility
College Center, room C-021
262.691.5318
www.wctc.edu/student-accessibility

Student Enrichment Center
Business Building, room B-110
Academic Support Services
262.691.7837
www.wctc.edu/academic-support

Library Services – 262.691.5316
www.wctc.edu/library

TechEx Center – 262.691.5555
www.wctc.edu/technology

Student Development
College Center, room C-121
262.691.5302
www.wctc.edu/student-dev

Student Government Association
262.691.5388

Testing Center
College Center, room C-020
262.695.6215
www.wctc.edu/testing

Title IX
College Center, room C-217D
262.695.3481
compliance@wctc.edu

Veterans/Military
Armed Forces Student Center,
College Center, room C-019
262.691.5436
www.wctc.edu/veterans

Waukesha Campus
327 E. Broadway
Waukesha, Wisconsin 53186
262.695.6500
**Bookstore**

Bookstore, K Building  
*(moving to Student Enrichment Center in Sept. 2018)*  
262.691.5304  
www.wctc.edu/bookstore  
www.wctcbookstore.com  
*(online bookstore)*

The WCTC Bookstore is your local, independent resource for textbooks, required course materials, school supplies, school apparel, general merchandise and other services for WCTC students. Every dollar spent at the bookstore is recycled back into the WCTC community through programs like student scholarships.

**Career Connections**

**Three locations:**
Career Center  
College Center, room C-012  
262.695.7848

Advising and Counseling Center  
College Center, room C-021  
262.695.6579

Waukesha Campus  
room WK-101C  
262.695.6506

[www.wctc.edu/career-connections](http://www.wctc.edu/career-connections)

The Career Connections team can help students determine specific occupational choices that align with their program and prepare them for their job search. Once students feel prepared, staff can assist
them in securing an internship, attending a job fair or accessing Wisconsin TechConnect, the job database for the Wisconsin Technical College System. Also, check out the WCTC Career Connections website for “how to” links, videos and other resources.

For questions about the services outlined below, call the Career Connections service desk at 262.695.7848.

**Career Development Services**

- One-on-one appointments with career development specialists.
- Career exploration and job search workshops. www.wctc.edu/career-calendar

**Internship Program**

- Create a one-on-one appointment for internship assistance to plan for an internship. http://wctc.libguides.com/careerconnections/wctcinternships
- Prepare for and gain practical work experience through one-credit classes such as Employment Success and Internship.

**Student Employment Services**

- Find a full-time or part-time job through Wisconsin TechConnect. www.wisconsintechconnect.com

**Child Development Center and Lab School**

Service Building, room S-128
262.691.5264
www.wctc.edu/child-care

WCTC’s Child Development Center is open to children of WCTC students, faculty, staff and the community. Smaller class sizes provide enriched, developmentally appropriate learning experiences for all children. This campus-based center serves as a lab school for WCTC Early Childhood Education associate degree program students and for college students at other area colleges who are pursuing a career in the early childhood field. Throughout the academic year, faculty and students utilize the center is research and competency building opportunities. The center provides students the chance to practice learned skills and techniques such as appropriate interactions with young children, and implementation of developmentally appropriate activities and lessons.

- Conveniently located on the Pewaukee Campus. WCTC student discounts available.
- Department of Children and Families (DCF) 5-star programming for infants, toddlers, and preschoolers (serving children 6 weeks to 5 years of age). DPI licensed 4K program available in partnership with Pewaukee School District. Summer, before and after-school programming also available for school-age children up to age 8.
- Full- and part-time enrollment available with sibling discounts provided

Visit the Child Development Center webpage at www.wctc.edu/child-care for details on the center’s curriculum, enrollment process, resources and more.
Financial Aid

For those who are admitted into an eligible program, funds are available to help meet the costs of attending WCTC. There are four kinds of financial aid:

- Grants – Money from the federal and state government that does not need to be repaid.
- Scholarships – Money from private organizations and business that does not need to be repaid.
- Direct Loans – Money borrowed from the federal government that must be repaid after leaving college.
- Work-study – Job opportunities on and off campus.

Most aid is need based, which is the difference between what it costs to attend WCTC and what students and their families can contribute. Those who do not demonstrate financial need may still be eligible for unsubsidized loans, non work-study employment and scholarships.

In order to determine eligibility, students must file a financial aid application called the Free Application for Federal Student Aid (FAFSA): Apply online at www.fafsa.ed.gov.

Financial Aid Responsibilities

Before dropping a class for any reason, contact the Financial Aid Office. Withdrawing from a course can drastically impact financial aid and what is owed to the government and to WCTC. According to U.S. Education Department policy, students who stop attending classes prior to the 60 percent point of the semester do not earn all of their financial aid and a portion must be returned to the federal government. As a result, students may owe money to WCTC and the federal government.

Military Educational Benefits

Programs are available to help veterans, reservists and National Guard students. Students may qualify for monthly GI Bill benefits, long-term loans or reimbursement grants. For further information, contact the local County Service Veterans Office or WCTC’s Armed Forces Student Center located in C-016 at 262.691.5436 or email veterans@wctc.edu. For a detailed description of the various benefits along with a step-by-step explanation of how to apply, visit www.wctc.edu/veterans.

Satisfactory Academic Progress Policy for Financial Aid Recipients

The U.S. Department of Education (ED) requires students to maintain satisfactory academic progress in order to remain eligible for financial aid. These standards are more stringent than WCTC’s Standards for Academic Success (see page 30 under Academic Standing). They apply to
transfer credits, current coursework and previous academic history – even if financial aid was not received for those credits. ED requires WCTC to review qualifying progress (Grade Point Average) and quantitative progress (Pace of Completion) after each term, including summer.

In order to maintain satisfactory academic progress, the following standards and pace must be achieved each semester:

- Earn at least a 2.0 grade point average.
- Successfully complete 67 percent of all credits attempted.

Maximum Timeframe: Students may attempt up to 150 percent of the number of credits required to earn a degree before financial aid eligibility expires. For example, students enrolled in associate degree programs (generally 68 credits) may attempt up to 102 credits. Graduating from one program or switching to a second program does not restart the count of attempted credits. Credits transferred from other colleges also count toward this 150 percent threshold. Students who enroll in multiple programs during their college career may file an appeal providing details of extenuating circumstances that prevented them from completing on time.

**Fitness Center**

Service Building, room S-107  
262.691.5549  
www.wctc.edu/fitness

The WCTC Fitness Center is a free resource for students taking credit courses. The center supports students in balancing life and academics by providing resources to maintain a healthy lifestyle. The Student Government Association allocates the use of student activity fees to support the Fitness Center, allowing credit students to use the facility at no cost.

To access the center, students must have a valid WCTC myCard (student ID) and have completed a fitness waiver (available on the fitness center webpage). Waivers need to be completed annually; the renewal period begins July 1 for upcoming academic year.
The center offers group fitness classes, motivational challenges and a gymnasium (3 basketball courts) available to use during specified hours.

Equipment includes:

- Treadmills
- Upright bikes and recumbent bikes
- Cross training (elliptical) machines
- Free weights and a multi-station weight machine
- Stretch trainer
- Other functional equipment including TRX, cable machines and kettlebells

Locker rooms with showers are available. Daily lockers are available free of charge (designated lockers) or lockers can be rented.

Visit the fitness center link under myWCTC resources for more information.

Food Services — The Hub, Owl Café and Owl’s Nest

The Hub
College Center, room C-125

Owl Café
Service Building, room S-103 (lobby)

Owl’s Nest
Student Enrichment Center, room B-108
262.691.5276 (Main Dining Services number)
www.wctc.edu/food-services

Students, faculty and their guests have the opportunity to purchase food at the Hub, the Owl Café and the Owl’s Nest. Food and beverages are also available in vending machines throughout campus buildings. Requests for refunds will be handled during normal operation hours. Check the WCTC website for hours of operation for on-campus dining options.

Global Education/International

Global Education Center, College Center, room C-018
262-691-5209
www.wctc.edu/global

The Global Education Center at WCTC recognizes today’s global workforce needs and prepares students to enter an increasingly interconnected world. By offering education abroad programs, enrolling international students and holding globally themed events throughout the year, WCTC is producing competent and competitive graduates.

The center operates four to seven education abroad programs per year, with a variety of different objectives. Some focus on volunteering in the developing world, while others strive to educate WCTC students on common business practices of industrialized nations.

To learn more about the specific international activities, stop by the Global Education Center or visit the center’s webpage.
Registration

WCTC offers students three easy ways to register – online, in person and by phone. Students pursuing a program at WCTC receive priority registration time assignments via their WCTC email account. Those who register during this timeframe have the greatest likelihood of getting courses required for their program.

Course Audit

Only credit courses may be audited. Students receive an “AU” as a final grade, which will be listed on their student record, but it does not count toward a degree or diploma. Audited courses may affect financial aid.

Audit students may attend class, but are not required to take examinations; they do not receive credit for the class. Tuition and fees are assessed.

To audit a course, an agreement is made between student and instructor. Students may elect to change from credit to audit if they adhere to the following guidelines:

- A course may be audited, with instructor consent, during the first 50 percent of the semester.
- After the first 50 percent of the course, students may audit if they are passing the course.
- Audit students who wish to withdraw from a course must contact Registration.
- Students must adhere to WCTC’s drop policy and 80 percent course completion rules.

3 Easy ways to register

1. Online Registration. Go to www.wctc.edu and select myWCTC at top right. Login with your WCTC username and password:
   - Select the “Registration and Courses” tab at the top of the page.
   - Under Courses, select “Register for a Class.”
   - Select a term, then click “Submit”
   - Select “Add/Drop Classes.”
   - Read directions on how to add/drop a course.
   - Enter your class CRNs in boxes at bottom of page.
   - Choose “Submit Changes”
   - Review for errors, and then click “Confirm Registration” to process your request. Requests are not processed until they are confirmed.

2. In-person Registration.
   Enrollment Center, College Center, C-019

3. Phone Registration. 262.691.5578 or 1.877.463.WCTC (9282)
Students must adhere to all rules and regulations regarding attendance.

Audit students may not change to credit status at a later date.

Repeating a Course

Two times – Students are allowed to take a class twice, including courses in which they receive a withdrawal (W). All grades appear on the student's transcript, but only the higher grade will be included in the GPA.

Three or more times – Students are required to receive their dean/manager approval by submitting a Seeking Course Enrollment – Third Attempt form.

Withdrawal (W)

After the refund period, a student may withdraw from a course up to 80 percent of the course duration. A withdrawal (W) will appear on the academic transcript. The “W” grade is not included in GPA nor counted in credits earned toward graduation. Those who withdraw after the refund period are fully responsible for tuition and fees.

Instructors may not initiate a student-requested withdrawal; however, an instructor may withdraw a student, up to 80 percent of course duration, for violation of course and/or attendance policy. An instructor will assign a “W.” After 80 percent of course duration, a letter grade will be assigned.

Student and Instructor Drops

- Student Drop – A student may drop a course during the refund period. A drop will not appear on an academic transcript.
- Instructor Drop – An instructor may drop a student for non-attendance beginning with the first class. Those who are dropped by instructors for non-attendance must contact Registration for a refund within the refund period.

Note: Students will be Instructor Dropped from a course if they do not attend the first class. It is the student’s responsibility to contact the Enrollment Center during the refund period in order to qualify for a tuition refund.
**Fees and Tuition**

Fees for all credit courses are calculated on a per-credit basis. Noncredit course fees are determined by the length of the class. Tuition and fees are subject to change without notice. Consult www.wctc.edu for course costs and more information.

**Out-of-State Tuition**

Out-of-state tuition is calculated on a per-credit amount, including the resident tuition and materials fees.

**Student Activity Fees and Insurance Fees**

All students attending the Pewaukee Campus pay a student activity fee of 6 percent of tuition costs. Student activity fees are administered by the WCTC Student Government Association (SGA), and the money is used to finance projects, events and clubs that are of interest to students.

Students taking credit classes will be automatically enrolled in and billed for; the WCTC Mandatory Accident Only Insurance Plan. Online students and high school students taking “Start College Now” courses are not eligible. (For more information, see page 15.)

**Payment of Tuition and Fees**

WCTC accepts VISA debit and credit, MasterCard debit and credit, Discover Card, cash, personal checks and money orders/cashier checks in person in our Enrollment Center or by going to www.wctc.edu and clicking MYWCTC to access the Paying for College tab. Students with unpaid balances will receive a monthly statement through the Student Account Center. Email notification will be sent once a statement is available. Past due accounts are subject to possible late fees, account holds and further collection activity.

**Fee due dates:**

- Summer term: Within 15 days of registration.
- Fall term: August 15 or 15 days from date of registration, whichever is later.
- Spring term: January 15 or 15 days from date of registration, whichever is later.
**Refund Schedule**

Refunds are processed according to the Wisconsin Technical College System refund policy. The refund amount is based on the date of official drop, course start date and course duration.

Refunds are based on a course's total potential hours of instruction completed. Potential hours are calculated at 12 a.m. for the current day.

<table>
<thead>
<tr>
<th>% of hrs completed</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 11:59 p.m. the day prior to the class start date</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 11% of the total course meetings</td>
<td>80%</td>
</tr>
<tr>
<td>From 11% through 20% of the total course meetings</td>
<td>60%</td>
</tr>
<tr>
<td>More than 20% of course meetings. Dropping a degree course during this time will result in a &quot;W&quot; (withdrawn) on the student’s record.</td>
<td>0%</td>
</tr>
</tbody>
</table>

A student may drop a credit course up to the 80 percent completion date of the total course meetings. After that date, a student will receive a grade equivalent to what was earned for the course. (See Withdrawal Policy on page 10).

A student who drops one course and adds another during the 80 percent refund period shall receive 100 percent credit for the tuition and fees of the dropped course IF the add and drop are done at the same time. This needs to be handled in person or by phone with the Registration office.

**Student Accessibility**

College Center, room C-021  
262.691.5318  
[www.wctc.edu/student-accessibility](http://www.wctc.edu/student-accessibility)

WCTC and the Student Accessibility Office (SAO) are committed to providing equitable access to learning opportunities for students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory and physical). To ensure access to classes, programs, activities and the WCTC campus, please contact the SAO to have a confidential conversation about the process for requesting reasonable accommodations.

Students looking to discuss accommodations with the Student Accessibility Office should adhere to the following process:

- Contact the SAO to schedule an appointment.
- Meet with the coordinator of Student Accessibility or the disability/transition specialist to review disability documentation and engage in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in the form of an Accommodation Plan.
- Students are responsible for sharing their Accommodation Plan directly with faculty.

Please note: Some auxiliary aids and services may take up to a semester to plan for.

To better understand the services offered through the SAO, please visit the Student Accessibility Office webpage at [www.wctc.edu/student-accessibility](http://www.wctc.edu/student-accessibility).
Student Development

The Office of Student Development plays an integral role in the daily interactions of students on campus. It supplements the academic experience of students by offering a wide variety of out-of-classroom experiences that enable them to excel in their careers.

Student Development offers numerous activities and leadership opportunities to assist in the personal and professional development of all students. Co-curricular experiences are important and help with the development of critical life skills. These are designed to provide knowledge and tools to become more effective leaders on campus, in the community, at work and at home.

Employers recognize the importance of leadership and campus involvement. They seek out students who are academically strong and who are involved in professional organizations, community service and service learning projects, leisure activities and campus leadership.

The Office of Student Development oversees: Student Government Association, student organizations, Multicultural Resource Center (MRC), New Student Orientation, Student Awards, Student Conduct, Behavioral Intervention Team, Campus Cupboard and Commencement. The office also serves as a resource and provides information to students who are looking for student health insurance.

To learn how to get involved, stop by the Student Development office or visit our webpage at www.wctc.edu/student-dev.

Multicultural Resource Center (MRC)

The MRC seeks to prepare all students to work actively toward equity by providing knowledge, dispositions and skills for acceptance and inclusion among diverse groups.

The MRC offers all students, especially those from traditionally underrepresented groups at WCTC, a safe place to call their own. The center focuses on diversity and inclusion, as well as student involvement. It promotes cross-cultural communication, awareness and understanding through programs, events and leadership development. The MRC’s goal is to create a
community that recognizes, challenges and transforms individual attitudes toward difference, while learning to celebrate the rich contributions of all cultures.

**MRC Student Organizations**

The MRC works closely with WCTC’s multicultural student organizations: the Asian Student Organization (ASO), LatinX Student Organization (LSO), Black Student Organization (BSO), WCTC’s LGBTQ student organization Student Alliance For Equality (S.A.F.E.) and the Campus Christian Ministry Club.

**Student Mentoring Program**

The center houses the Multicultural Student Achievement Program (MSAP), which serves underrepresented students at WCTC. It supports students of color, LGBTQ, low-income, first-generation, undocumented students and others to ensure their success at WCTC.

The MSAP offers academic support and access to peer mentors, encourages critical life skills through monthly leadership workshops to promote self-advocacy, promotes community engagement, and encourages participation in leadership conferences and social events – all in an effort to help students feel supported during their time at WCTC.

**Annual Programing**

- LatinX Heritage Month
- LGBT History Month
- Native American Heritage Month
- Martin Luther King Jr. Day
- Black History Month
- Women History Month
- Cesar Chavez Day
- Asian Pacific American Heritage Month

**Student Government Association**

Student Development Office, College Center, room C-121
262.691.5388
www.wctc.edu/student-dev

The purpose of the Student Government Association (SGA) is to represent the needs, interests and concerns of all students at WCTC. The SGA is made up of an executive board and a group of student senators representing the schools of: Applied Technologies, Business, Health, and Protective & Human Services.
WCTC SGA will serve as a coordinating unit for all students for the purpose of:

- Representing the students’ voice in College government.
- Providing a liaison between the administration, faculty and the students.
- Promoting citizenship and leadership.
- Encouraging improvement of WCTC and its surrounding communities.
- Acquiring and disseminating accurate information.
- Communicating accurate information concerning the promotion of education within the community.
- Developing social, cultural and recreational activities.
- Coordinating and funding student organizations.
- Allocating the student activity fee in a viewpoint-neutral capacity.

**Student Organizations**

Student Development Office, College Center, room C-121  
262.691.5302  
www.wctc.edu/student-dev

Joining a student organization helps students get the most out of their college experience, develop professional contacts, meet new friends and learn more about a chosen profession.

Most of WCTC’s student organizations are associated with academic programs on campus; however, there are also clubs not connected to academic programs. Each organization has an advisor and student membership. The Student Government Association provides financial support to the various student organizations through appropriation of student activity fees. Members identify functions of their student organization such as the constitution, programming, membership guidelines, and participation in state and national activities.

A comprehensive list of active WCTC student organizations is included on the WCTC website and also the myWCTC student portal.

**Student Health Insurance**

Student Development Office, College Center, room C-121  
262.691.5302  
www.wctc.edu/student-dev

Individual students are expected to provide for their own health insurance needs. Information and brochures from companies not affiliated with WCTC that offer special student insurance rates can be obtained in the Student Development Office.

**Mandatory Student Accident Only Insurance**

Student Development Office, College Center, room C-121  
262.691.5302  
www.wctc.edu/student-dev

All students enrolling in credit classes will be automatically enrolled in and billed $6.00 per semester for the Waukesha County Technical College Mandatory Accident Only Insurance Plan. Students enrolled in classes or in a practicum program are covered by the Mandatory Student Accident Only Insurance during the respective spring, summer and/or fall semester. (There is no coverage between semesters.)
WCTC’s core values of student conduct include integrity, community, social justice, respect and responsibility. WCTC, as a community, expects and requires student behavior to reflect the College’s high standards of scholarship and conduct. Issues surrounding student conduct and behavior are handled by staff members of the Office of Student Development. For comprehensive information about WCTC’s Code of Conduct, please see the Student Code of Conduct link of the expanded Student Handbook, which is available on the myWCTC student portal under the Student Resources section.

Currently enrolled students may access the Campus Cupboard, WCTC’s on-campus food pantry, for nutritional assistance. Students must show a current myCard student ID in order to pick up a pre-packed bag of groceries, which contains breakfast, lunch and dinner items; limit one bag per week per student. Bags are available for pick up at the Campus Cupboard located in the Student Development Office. For more information on hours and pick-up, contact the Student Development Office.

The WCTC TechEx Center is comprised of the WCTC Service Desk and the Tech Store together to provide students with a full Technical Experience (TechEx).

For campus technical issues and support, the Service Desk is available to help with your technology related challenges. We are the one stop for questions, or guidance.

The Tech Store sells a wide range of technology products students need for success. With the Service Desk available to answer tech questions or support connecting on campus, we ensure a full-service experience at the TechEx Center.

The listed information is a brief introduction to various resources on the WCTC campus. For comprehensive and detailed information, please visit the myWCTC student portal.
WCTC recognizes the importance of helping students reach their full potential through the student development process. This includes helping students master complex developmental tasks, achieve self-direction and recognize the importance of cooperative effort.

Critical Life Skills

Critical life skills are integrated into all campus activities, including coursework and service areas such as financial aid, student life and internships. This leads to student proficiency in the following areas:

Citizenship Skills
Demonstrate local and global awareness, social responsibility and effective engagement with diverse populations.

Communication Skills
Communicate effectively in personal, academic and professional interactions using appropriate modalities.

Critical Thinking Skills
Evaluate pertinent information to reach an informed conclusion in personal, academic and professional settings.

Problem-Solving Skills
Solve personal, academic and professional problems using disciplinary concepts and frameworks.

Relationship Skills
Cultivate civil relationships to be effective in personal, academic and professional life.

Self-Management Skills
Apply methods of continuous personal, academic and professional improvement.
Academic Advising

Academic Advising
College Center, room C-021
262.691.5400
www.wctc.edu/advising

Academic advisors are available to assist students with a variety of educational needs throughout their College experience.

Services include:

• Exploring and understanding programs
• Assisting students with course selections
• Developing degree plans
• Understanding College policies and procedures
• Tracking progress toward graduation
• Connecting to campus resources

Students are encouraged to contact their academic advisor at least once per semester. Visit the WCTC website for a listing of academic advisors and programs: www.wctc.edu/advising.

Counseling

Counseling Services
Pewaukee campus:
College Center, room C-022
262.695.3440

Waukesha campus:
327 East Broadway
262.695.6500
www.wctc.edu/counselors

In an effort to foster student success, WCTC’s licensed professional counselors provide mental health services and educational programming to currently enrolled students. Counseling Services places a high priority on confidentiality. All communications between student and counselor – including the decision to seek counseling – are confidential to the full extent provided by law and are not released outside Counseling Services without a voluntarily signed consent.

Counselors offer help in addressing many situations, including but not limited to:

• Anxiety and stress
• Depression
• Loneliness
• Fitting in/feeling accepted
• Lack of motivation
• Transition to college
• Relational concerns with partner, friends, family
• Difficulties with alcohol or other drugs
• Eating disorders
• Grief and loss
• Thoughts of harming self or others
There are no charges for services. Appointments are recommended and may be scheduled in person or by phone. For more information, please visit www.wctc.edu/counselors. Students who urgently need support outside of office hours are encouraged to contact 211 or 414.256.4808. For life threatening emergencies, call 911.

**Credit for Prior Learning**

Enrollment Center  
College Center, room C-019  
262.691.5200  
www.wctc.edu/prior-learning

Earn credit for what you already know through credit for prior learning (CPL). CPL may be awarded for prior college coursework, military training/experience, advanced high school coursework, industry training, national standardized tests (CLEP/DSST/IB/AP) and other course-specific prior learning assessments. Visit the WCTC website for detailed information on CPL methods, processes and associated fees.

**Grading Policy**

Registration  
Enrollment Center, College Center, room C-019  
262.691.5578  
www.wctc.edu/grad-app  
www.wctc.edu/become-a-student/sign-up-for-classes/grading-policy.php  
www.wctc.edu/become-a-student/sign-up-for-classes

**Letter Grading Scale**

The following system is used for recording student achievement.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Value</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>93 – 94</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>91 – 92</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>87 – 90</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>85 – 86</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>83 – 84</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>79 – 82</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>77 – 78</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>75 – 76</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>72 – 74</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>70 – 71</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Included in hours attempted, but not earned:

- **AW** Administrative Withdrawal
- **W** Withdrawal 0.00 (Included in repeat policy)
- **I** Incomplete

Not included in hours earned or attempted:

- **AU** Audit 0.00
- **TA** Transcripted Credit Audit

**Entered for noncredit classes:**

- **S** Satisfactory
- **U** Unsatisfactory
- **NG** No Grade

For a complete explanation of WCTC's grading and academic policy, see the links under Grading and Academic Policy.
scale, and who complete a minimum of 12 credits per semester. Qualified students will receive a letter from the President.

**Graduation Requirements**

Registration and Records
Enrollment Center, room C-019
262.691.5578
www.wctc.edu/grad-app

Students are required to file an electronic application for graduation with the Registration department. For information on the graduation process and to apply for graduation, visit www.wctc.edu/grad-app. This webpage also contains information regarding graduation applications and fees.

In order to graduate:

- Students must complete all required courses in the program of study and maintain a program grade point average of 2.0 or above.
  - Programs may have specific grade requirements for coursework.*
- Students must complete all requirements for the program of study, including 25 percent of the program coursework taken in residence at WCTC
  - For certificates of 12 credits or less, a student would be required to take a minimum of one of the certificate courses at WCTC.
- The student’s final semester must be in residency at WCTC.
  - Programs may have specific residency requirements.

*Students should contact their academic advisor for specific information regarding grade/residency requirements.

**Graduation with Honors or Distinction**

To graduate with honors, students must complete:

- All program course requirements with a program grade point average of 3.5 or above – based on a 4.0 scale.

To graduate with distinction, students must complete:

- All program course requirements with a program grade point average of 3.85 or above – based on a 4.0 scale.
Please note, honors’ status for the commencement ceremony program will be evaluated based on the GPA held at the commencement program deadline for all students who have applied as of this date. For students who apply after the commencement program deadline, the status will be evaluated once the graduation application is received and will not be noted in the commencement program. Students who graduate with honors or distinction, and meet the prescribed deadlines, will be recognized at the ceremony with a gold tassel.

**Student Enrichment Center**

Business Building, room B-110

Academic Support Services
262.691.5311 or 262.691.7837
www.wctc.edu/academic-support

Library Services
262.691.5316
www.wctc.edu/library

TechEx Center (Service Desk)
262.691.5555
www.wctc.edu/technology

The Student Enrichment Center is a student learning and study environment that supports a variety of learning needs. Academic Support Services, Library and Service Desk are housed in this space. Resources include:

- Group study rooms, quiet study areas and a speech lab
- Computer workstations, some with specialty software
- Photocopier with color capability, WEPA printing kiosks, scan station and fax service
- Owl’s Nest coffee shop
- Laptop checkout kiosk

**Academic Support Services**

Student Enrichment Center
Business Building, room B-110
262.691.5311 or 262.691.7837
www.wctc.edu/academic-support

Academic Support Services offers students the resources to help them review and improve skills essential for academic success. Day and evening hours are available. Services include:

- Academic support provided by instructors in math, writing, reading, English as a Second Language (ESL), science, as well as specific program and general studies courses. Assistance is provided with general skill building. Individual centers are dedicated to the above listed subjects, and students pay a $4.50 fee per center per semester to use these services.
- Reading, writing and math classes specific to:
  - Developmental education – For students who apply for admission to a program, but do not attain the required course entry-level score on the Accuplacer or other placement tests and/or assessments.
  - Self-improvement (non-credit) – For those interested in improving skills in basic academic areas.
• ESL classes:
  » Non credit, skill-building classes in listening, reading, writing and oral communication
  » Credit classes: Advanced Communication for Non-Native Speakers and Pronunciation/Accent Reduction for Non-Native Speakers
• Credit basic education courses in math, reading and writing (Tuition and fees apply.)
• Test and assessment preparation, including:
  » Accuplacer, apprenticeship or other licensing and entrance exams
  » ACT Exam Preparation course offered in fall and spring semesters
  » Accuplacer Test Prep Workshop
• TABE Testing - Students retest one time in reading and writing to improve course placement at no charge
• Study skills and test-taking strategies
• Lifelong Learning Workshops: Don’t Eat the Marshmallow, Take Note, Crush Bad Study Habits, and Getting Things Done
• College Success Strategies course offered in fall, spring and summer semesters
• Academic support services for students with disabilities

Peer Tutoring

Peer tutoring, coordinated by Academic Support Services, provides individual assistance to students in selected program credit courses. Peer tutors are recommended by faculty and are paid student employees.

Library Services

Student Enrichment Center,
Business Building, room B-110
262.691.5316
www.wctc.edu/library

The WCTC Library provides research services and quality information resources to support the College’s students, faculty and staff, and it also serves as a resource for the community. Library materials include trade, scholarly and popular publications; books; ebooks; DVDs and online films; newspapers; and more. The myCard student ID card serves as a library card.

Students can access library resources while on or off campus through the library webpage or the library tab at the top of the Blackboard page.

Library services which support student learning include:
• Research assistance (in person, email or phone)
• Interlibrary loan (borrowing from other libraries)
• Reserve collection for course required information
• Customized instruction room for hands-on research training
• APA assistance
• E-readers and tablets for checkout
• Group study rooms
  » Fourteen small-group study rooms accommodate 3-5 people, and have varying amenities such as whiteboards and televisions. They are reserved using the Robin room reservation system. (See page 24 for more information.)

**TechEx Center (Service Desk)**
Student Enrichment Center
TechEx Center, Business Building, room B-108
262.691.5555
www.wctc.edu/technology

The TechEx Center is comprised of the Service Desk and the Tech Store. The Service Desk is available to help with your technology-related challenges. The Tech Store sells a wide range of technology products students need for success.

Contact the Service Desk in a variety of ways: email at servicedesk@wctc.edu, phone at 262.691.5555, the myChat icon on the portal or you can submit a MyServiceSuite service request ticket.

.servicedesk@wctc.edu  262.691.5555  myChat  MyServiceSuite

**Security and Protecting your password**

No one from WCTC will ask students to verify their password or ask for answers to personal security questions, so be sure never share this information. A student's initial myWCTC password is the student ID number; students are highly encouraged to change their password to a more secure one with "Manage my Password" on the myWCTC portal.

**Technology Resources at WCTC**

**Online Learning**

WCTC offers a variety of online programs and continuing education courses designed for students who need a convenient, flexible learning option. Students in online learning options need to be disciplined, self-motivated and capable learners; to ensure success, they are required to complete the mandatory WCTC Online Learning Orientation. First-time online course takers will receive an email with orientation details following registration of an online course. Additionally, the web-based Blackboard learning management system will be used to complete homework, communicate with the instructor and more.

**Wi-Fi on Campus**

WCTC’s secure wireless network will require a student's WCTC username and password to login.
Technology Resources at WCTC

**myWCTC**

Newly enrolled WCTC students are assigned a username and password to access their accounts, register for classes, access campus computers and login to numerous online learning resources.

The myWCTC portal is located in the upper right-hand corner of the College website's homepage. Students can login using their WCTC username/password.

**myWCTCapp**

Use the myWCTCapp for easy access to campus info, maps, news, events and more. Stay connected and receive important College announcements.

The myWCTCapp is available for download at the Apple App Store or on Google Play.

**Student Email & Office 365**

Important College communications are regularly sent through student email accounts. Correspondence with instructors should be through myWCTCmail or the college's online Blackboard system. Additionally, the student email is complemented with Office 365, which includes free online access to the Microsoft Office Suite including Word, Excel, Powerpoint and OneDrive Storage.

Email can be accessed by logging into the myWCTC portal and then clicking on the myWCTCmail app under My Applications.

**WCTC Alerts**

Sign up with WCTC Alerts to get important notifications, like College closings, through text or email on a personal device. (Carrier text rates may apply).

Sign up for WCTC Alerts on the WCTC portal under My Applications.

**Blackboard**

Blackboard allows students and instructors to interact while taking online classes, or to use online materials and activities to complement traditional classroom-based courses. Instructors may use this system in a variety of ways.

Blackboard is available 24/7 through the WCTC portal under My Applications.

An app is available for download at the Apple App Store or on Google Play.

**myCard**

The WCTC student photo ID card – or myCard – is used to access services on campus such as the fitness center, library, Hub, Owl Café and Owl's Nest, financial aid purchases in the bookstore, WEPA printing and more.

Check myCard balance on the WCTC portal under My Applications.

**WEPA printing**

WEPA print kiosks are located throughout the WCTC campus. Use a USB drive or connect to Office OneDrive storage to print. Students receive a $35 printing allotment for the duration of their time at WCTC. Additional money can be added to student's myCard as needed. See kiosk for pricing.

**Robin**

Robin is a room and event booking system. Students can reserve study spaces around campus while also managing technology or facilities requests.

Robin is available on the WCTC portal under My Applications.

An app is available for download at the Apple App Store or on Google Play.

Learn at WCTC
The listed information is a brief introduction to various resources on the WCTC campus. For comprehensive and detailed information, please visit the myWCTC student portal.
Student Code of Conduct

Preamble

WCTC, as a community dedicated to learning, personal growth and the advancement of knowledge, expects and requires the behavior of all its students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to WCTC carries with it an obligation for the welfare of its community.

All individuals and/or groups of the WCTC community are expected to speak and act with respect for the human dignity of others, both in and outside, and in social, recreational and academic activities. WCTC encourages the free exchange of ideas and opinions, but expects that the free expression of views will be made with respect for the human dignity and freedom of others. WCTC expects the highest standards of conduct for its students. While many standards of conduct parallel the laws of society in general, WCTC standards may be more stringent and set higher than the expectations of the law.
Core Values of Student Conduct at Waukesha County Technical College

**Integrity:** WCTC students exemplify honesty, honor and a respect for the truth in all of their dealings.

**Community:** WCTC students build and enhance their community.

**Social Justice:** WCTC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

**Respect:** WCTC students show positive regard for each other, for property and for the community.

**Responsibility:** WCTC students are given and accept a high level of responsibility to self, to others and to the community.

WCTC students are responsible for knowing the information, policies and procedures outlined in this document. WCTC reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online on the myWCTC student portal for the updated versions of all policies and procedures. By accepting admission to WCTC, a student accepts its rules and acknowledges the right of WCTC to take conduct action, up to and including suspension or expulsion.

The WCTC community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Development is committed to an educational and developmental process that balances the interests of individual students with the interests of the WCTC community.

A community exists on the basis of shared values and principles. At WCTC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community and responsibility.
Each member of the WCTC community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify the five core values listed above by engaging in violation of WCTC’s Student Code of Conduct rules, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The student conduct process at WCTC is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of WCTC policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Find the most comprehensive, updated copy of the Student Code of Conduct on the myWCTC student portal or call the Student Development Office at 262.691.5302.

**Academic Misconduct**

It is a WCTC student’s responsibility to be informed about what constitutes academic misconduct and how to avoid it. Examples of academic misconduct include (but are not limited to):

- Plagiarism (turning in work of another person and not giving them credit)
- Stealing an exam or course materials
- Copying another student’s homework, paper or exam
- Cheating on an exam (copying from another student, turning in an exam for re-grading after making changes or working on an exam after the designated time allowance)
- Falsifying academic documents

Students can avoid academic misconduct by:

- Refraining from copying and pasting directly from the internet.
- Knowing how to cite sources in papers, lab reports or other assignments. (Use the Writing Center for help with APA, MLA and other citation styles.)
• Understanding the expectations and limitations when working in groups. (Determine what aspects of a project – paper, presentation, demonstration – are collaborative or to be completed by individual students.)

• Using campus resources for assistance (e.g. – Academic Support Services).

Consequences of academic misconduct

WCTC takes academic misconduct allegations seriously. If an instructor suspects a student has engaged in academic misconduct, the instructor may ask the student to meet for an explanation. If after meeting with the student the instructor believes there was an occurrence of academic misconduct, they will decide on a sanction, which may include a zero on the assignment or exam, a lower grade in the course or failure in the course. Repeated acts of academic misconduct may result in more serious actions such as probation or suspension. See the expanded Student Handbook on the myWCTC student portal.
Notify the instructor of a cheating classmate

If students know a classmate is cheating on an exam or other academic exercise, they should notify their instructor or exam proctor. If students see a classmate cheating during an exam, they should inform the instructor or proctor verbally or by writing a note to their instructor. As a part of the WCTC community, students are expected to uphold the standards of the College. Additionally, a classmate’s dishonesty on an exam may affect the overall grading curve and other students’ grades in the class.

Campus Resources

Student Enrichment Center, Math Center, Writing Center: www.wctc.edu/academic-support
For more information, questions or concerns, contact the Student Development Office at 262.691.5302 or stop by the office in the College Center, room C-121.

Academic Standing

Standards for Academic Success

WCTC’s Standards for Academic Success define the requirements students must meet to maintain satisfactory academic progress in associate degree and/or technical degree programs AND who have enrolled in six credits or more during the term. These standards also establish a formal process to identify, notify and provide assistance to students who fall below satisfactory academic standards.

WCTC calculates a student’s academic status twice a year: after the end of the fall semester and at the end of the spring semester. This calculation includes semester grade point average (GPA) based on coursework completed at WCTC during the semester being evaluated.

Good Academic Standing

To remain in good academic standing at WCTC, a student must maintain a minimum semester GPA of 2.0. Those who fail to meet this requirement will no longer be considered in good academic standing and will be placed on academic warning, probation or dismissal status.
Please see the full Academic Standing Policy on the portal for additional information.

Alcohol and Drug Policy

As a condition of receiving financial aid funds, the federal government requires that colleges must disclose information to students and have an adopted alcohol and drug program in place. This serves as WCTC’s information for compliance of these regulations, as well as the information published in the WCTC College Safety and Security Resource Guide, found on the WCTC website. It is the policy of this institution that the unlawful manufacture, distribution or possession of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as a part of any WCTC activity is strictly prohibited. Exceptions to this alcohol policy are for an
individual situation, which must have written approval from the College president. Anyone who violates the policy is subject both to the institution's sanctions and to criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession through Wis. Stat. 161 and mandate penalties up to 15 years of prison and fines.

WCTC policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

**Automated Teller Machine (ATM)**

There is one automated teller machine on the Pewaukee campus. Location is:

- In the College Center adjacent to the Student Development Office, room C-121 near the Hub.

**Bad Weather/School Closings**

In the event of conditions affecting the regular opening of WCTC, the following sources will give notices of any closing or cancellation:

- A message on the front page of the WCTC website.
- A text message and email notification from WCTC.
  - If a cell phone number was provided at the time of registration, the WCTC Alerts system will send information about emergency situations at the College or school closings to students via text message and their my.wctc.edu email account.
  - Students may also register additional cell phones and/or email addresses via the WCTC Alerts link on the myWCTC student portal.

**Cell Phones/Electronic Devices**

Mobile phones and electronic devices may be on during class, but only on the vibrate mode; the ringer must be turned off. Students must leave the room to answer the phone unless prohibited by course requirements. Be advised that departmental or course-specific rules may be more restrictive than WCTC's overall policy. The use of tablets, e-readers, personal computers and music devices in the classroom may be restricted in the same manner as cell phones.

**Classroom Attendance**

All students are expected to attend classes on a regular, punctual basis. Attendance the first day of class is mandatory. If students do not attend the first day of class, they will be dropped from the course. If a student misses the first day of class, they are responsible for payment of
the class; they need to drop themselves from the class in order to not be charged for the class.

Students with extenuating circumstances should contact their instructor prior to the first class and discuss alternative options. In addition, each academic department and program area has developed its own attendance policy, which will be communicated to students by faculty during the first week of classes. Students are responsible for discussing absences with their instructors and completing makeup work.

- **Student drop** – A student may drop a course during the refund period. A drop will not appear on an academic transcript.
- **Instructor drop** – An instructor may drop a student for non attendance beginning with the first class. Those who are dropped by instructors for non attendance must contact Registration for a refund within the refund period. Please see the Refund Schedule information under the Registration section.

**Class Absence for Co-Curricular Activities**

- Absence from class will be allowed for participation in authorized field trips, conferences and other activities sanctioned by WCTC.
- It is the student's responsibility to discuss the absence with the instructor prior to the activity. The responsibility for makeup work lies with the student.

**Classroom Recording Policy**

Students are not permitted to make recordings of classroom lectures or activities using any recording devices (e.g., smartphone, tablet, computer, digital camera or other recording device), or make electronic copies of course materials (e.g., PowerPoints, formulas, lecture notes), unless prior permission from the instructor and/or an approved disability accommodation for recording is obtained.

- If permission is granted to utilize a recording device in a classroom or other setting where other students are present, the instructor will announce to the entire group that a recording will be made. Those with privacy concerns should consult with the instructor.
• Use of student recordings is limited to the student’s personal educational purposes only. Recorded lectures or copied material must be destroyed at the end of the course.
• Distribution (e.g., sharing, making copies, posting online, uploading to Youtube, etc.) of all/any part of a recorded lecture or course materials is strictly prohibited; it is a violation of WCTC’s Student Code of Conduct and is subject to disciplinary action.

College Safety
Campus Security Office
College Center, room C-006
262.691.5225/262.691.5566

Environmental, Health and Safety Office
College Center, room C-217
262-695-3412/262.691.5226

Call 911 in the event of an emergency!

WCTC is committed to providing a safe and healthy environment for the protection and well-being of students, staff and visitors. The College upholds and enforces all applicable federal, state and local safety laws, rules and regulations as well as the College’s safety policies, rules and regulations. Any student wishing to discuss a safety concern can make arrangements to do so by contacting the Campus Security Office or the Environmental, Health and Safety Office.

Campus Security
Pewaukee Campus: When classes are in session, WCTC provides police protection for the Pewaukee campus through the Village of Pewaukee Police Department, Monday through Friday, 7 a.m. – 11 p.m.
• To contact the police on duty, call Campus Police at 262.691.5582.
• To contact the Pewaukee Police Department, call 262.691.5678.

WCTC employs security staff at the Pewaukee campus. Contacts include:
• The security staff on duty – 262.691.5566
• Coordinator of Campus Security – 262.691.5225
• Manager of Safety, Security and Risk Management – 262.691.5226

Waukesha Campus: WCTC employs security staff at the Waukesha campus.
• To contact the security staff on duty, call 262.212.8019 or contact the Waukesha Police Department at 262.524.3831.
• The coordinator of Campus Security can be reached at 262.691.5225, or the manager of Safety, Security and Risk Management at 262.691.5226 – both at the Pewaukee Campus.

Safety Rules and Policies

It is the responsibility of each student to understand and comply with the environmental, health and safety rules/policies of the College, all safety rules and policies specific to WCTC.
courses (as well as any practicum, cooperative, internship or host site safety rules and policies) and applicable local, state and federal environmental, health and safety laws, rules and regulations. Instructors will communicate the safety rules/policies to the students at the start of the course. Students are encouraged to discuss any questions they have regarding rules and/or policies with their instructors. Failure to comply with safety rules may lead to disciplinary action up to and including possible suspension from the program.

**Reporting Hazards**

WCTC conducts routine environmental and safety inspections. However, not all hazards are identified during inspections. If you encounter what you believe to be a hazard, please report it to either Facilities Services at 262.691.5555 or ext. 5555, or the Environmental, Health and Safety specialist at 262.695.3412 or ext. 3412, or the Environmental Health and Safety Office at 262.691.5226 or ext. 5226.

**Accident/Incident Reporting**

All College-related incidents (i.e. behavioral, academic, injuries, illnesses, motor vehicle accidents, property damage, theft, etc.) should be reported to WCTC in a timely manner. To submit incident reports, go to the myWCTC student portal and select the relevant report form (outlined below).

When completing an incident report, provide detailed information and complete all sections pertaining to the incident. Below are forms that should be used for College-related incidents:

- **Early Alert Report** – For any type of academic areas of concern – including academic, emotional, physical well-being or other well-being – that may impact a student’s success in the classroom. Upon submission, these reports are forwarded to Counseling Services and routed to the appropriate staff for follow-up.

- **Behavioral Incidents and College Policy Violations Report** – For behavioral incidents including – academic integrity, College policy violations, concerning/BIT-related behavior or threatening behavior. Upon submission, these reports are forwarded to the Office of Student Development and addressed accordingly.
• Discrimination/Harassment/Retaliation – For incidents relating to equal opportunity, discrimination, harassment, retaliation. Upon completion, one of the deputy Title IX coordinators will contact the student to begin an investigation and address it accordingly.

• Injury / Illness Report – For injuries or illnesses. Upon submission, these reports are forwarded to the Environmental, Health and Safety Office.*

  » Student are responsible for their own medical expenses incurred for injuries or illnesses. However, students enrolled in classes or in a practicum are covered by the Mandatory Student Accident Only Insurance during the respective spring, summer and/or fall semester (there is no coverage between semesters).

  » Specific information about the accident only insurance can be found at: www.wctc.edu/current-students/student-accident-only-insurance.php.

• General Incident Report – For incidents including – property damage, motor vehicle accidents, theft or loss of property. Upon submission, these reports are forwarded to the Environmental, Health and Safety Office.*

• Sharps Exposure Incident Report – For exposure incidents involving sharps (i.e. needles, scalpels, razors, or any device or object used to puncture or lacerate the skin). Upon completion, this report should be signed by the instructor (if applicable) and associate dean or manager.*

• Spill Form – For all chemical spills and similar related spills.*

*Injury/Illness, General Incident, Sharps Exposure Incident and Spill reports are required to be submitted to the Environmental, Health and Safety Office within 24 hours of the incident.

**WCTC Mass Notification System/Text Alerts**

The text messaging system will provide staff and students with emergency information alerts and updates. Messages will be sent to WCTC email addresses and registered mobile phones via text message. Staff and students are encouraged to sign up for this service by selecting the WCTC Alerts icon on the myWCTC student portal.

In the event of an emergency:

• WCTC Alerts: The text messaging system will provide staff and students with emergency information alerts and updates. Messages will be sent to WCTC email addresses and registered mobile phones via text message. Staff and students are encouraged to sign up for this service by selecting the WCTC Alerts icon on the myWCTC student portal.

• Alert Beacon®: Beacons will be activated to communicate emergency information and provide directions; they will sound, flash and display an emergency text message.

• Internal and External Speakers: Internal speakers, located inside buildings throughout campus, will broadcast the message displayed on the Alert Beacon; external speakers, which are outside campus buildings, will broadcast emergency information.
• **Desktop Override**: College computers in offices, labs and classrooms that are active and logged into the network will receive full-screen pop-up alerts.

• **Hallway Monitors**: College wall monitors will display full-screen messages.

• **Panic Buttons**: Panic buttons are located beneath the beacons and are intended for individuals to call for help. When activated, they will send an alert to Campus Police and the Safety Office. If a panic button is activated/pushed – please CALL 911 as well, as the panic button does not connect to 911.

---

## Evacuation Maps and Emergency Procedures

Evacuation maps and emergency procedures are posted throughout campus in classrooms and offices. These maps identify exit routes, severe weather shelters and designated evacuation staging areas.

Emergency procedure postings contain a summary of recommended steps to be followed during specific emergencies.

An icon has been developed that links to the emergency procedures document; please take time to become familiar with these procedures. You will find this icon on your campus computer’s desktop and on myWCTC. This icon links directly to WCTC’s emergency procedures.

The emergency procedures are consistent in intent, but may vary by campus to address specific needs of each campus. The emergency procedures document contains the following information:

### Emergency Evacuation

Emergency evacuation is required in case of fire, chemical spill or bomb threat. Upon hearing/seeing the audible/visible alarm, everyone should immediately evacuate the building and proceed to the designated parking lot location for their building. Do not use elevators or walk through other buildings to get to the designated area; use only outside sidewalks.
Evacuation maps are posted throughout campus in offices and classrooms. Familiarize yourself with the evacuation procedures for every classroom and other areas on campus that you frequent. Take different routes to and from classrooms and areas you frequent on campus. Note the different exits that exist in case the route you normally take becomes unavailable.

Severe Weather

When the National Weather Service issues a tornado warning for Waukesha County, the College will activate the Severe Weather Policy. At this time, individuals should immediately proceed to a designated shelter area. Shelter areas are identified on the campus evacuation maps posted in classrooms and offices.

Weapons on Campus

The use, concealment, creation, manufacture or possession of weapons, parts of weapons, facsimile firearms and/or potentially dangerous devices – whether functional or not – in College buildings and facilities (owned or leased) or at College-sponsored activities held on public or private property off campus is strictly prohibited, except as permitted hereafter.

This includes any type of firearm, whether or not a permit is obtained; ammunition; switchblade; knife (excluding eating utensils); a jackknife with a blade longer than 3 inches; metal knuckles; explosives; compressed gas-operated weapons; electric weapons as defined in state statutes; archery equipment; knives which open by gravity, thrust or movement; martial arts weapons; and any other device which, based on the manner it is used or is intended to be used, is calculated or likely to produce bodily harm.

Exclusions include:

- **Sworn law enforcement personnel:** A weapon or potentially dangerous device may be used or possessed, concealed or otherwise on the campus, grounds, facilities or buildings or at College-sponsored functions held on public or private property by a certified sworn police officer, provided it is in accordance with all applicable laws, regulations and employment requirements.

- **Students and employees in instructional programs:** Possession, transport or use of weapons by individuals who are required to carry a weapon as part of their employment or education program such as Criminal Justice/Law Enforcement students and instructors, provided it is in accordance with all applicable laws, regulations, employment and educational requirements.

The methods of handling such weapons or potentially dangerous devices for training purposes shall be governed and controlled by the policies of the WCTC Criminal Justice-Law Enforcement Department.

Violation: Students, employees or visitors who are found to be in violation of this policy shall be asked to comply with the College policy. In addition, those persons may be:

- Referred to Campus Police and/or law enforcement authorities.
Removed from the campus, subject to College disciplinary procedures, up to and including termination of employment or expulsion from the College, as well as civil and/or criminal penalties.

(The State of Wisconsin revised or amended statutes may supersede this policy and the current laws shall be adhered to at that time.)

**Violence on Campus**

Staff and students must be vigilant to the risk of violence on campus. Be aware of your surroundings and any possible dangers. If you observe or are made aware of any of the behaviors listed below, contact Campus Police at 262.691.5582 or call 911.

- Unusually aggressive, odd or scary behavior of students or coworkers.
- Threats of violence or retribution, either serious or said jokingly.
- Employees or students who are distraught or suicidal.
- Overheard comments or rumors of some kind of planned or intended violence.
- Presence of gangs or cults that have a history or suggestive behavior of violence.
- Fights or other acts of violence on campus.
- Presence of guns, other weapons or suspicious objects.

In any active threat or violence on campus situation, you have three options: RUN, HIDE OR FIGHT. Only you can determine which option is best based on your situation and surroundings.

**YOU MUST FIRST ASSESS YOUR SITUATION AND MAKE YOUR DECISION TO RUN, HIDE OR FIGHT BASED ON THIS ASSESSMENT.**

There is no specific order for “Run, Hide, Fight.” Just because “run” is first does not mean that this is always going to be the best option. Only you can determine which option is best based on your situation and surroundings.

**Run**

Based on the assessment of your situation, your first option in a campus violence situation may be to run.

- If you know the location of the hazard and have a safe escape route, you should run.
- Warn other occupants as you leave the building.
- Drop all belongings and keep your hands visible.
- Once outside, get as far away from the building as possible.
- Contact 911 to notify them of what you observed.
- DO NOT re-enter the building until you have been given the “all clear” by police or Campus Security.

**Hide**

Based on the assessment of your situation, your first option in a campus violence situation may be to hide.

---

**Things to know**
• Stay in your current location or seek the nearest safe location.
• If it’s safe to do so, gather anyone stranded in the corridors into your classroom or office.
• Lock, secure and barricade doors and windows.
• Turn off all electronics and silence all cell phones.
• Get out of sight, away from doors/windows.
• Remain calm and quiet.
• After the door has been closed, locked or barricaded, DO NOT open it.
• Monitor communication systems for further info or instructions.
• Stay in your safe place until the “all clear” is given.

Fight

Based on the assessment of your situation, your first option in a campus violence situation may be to fight. This is only your first option if you cannot run or hide and an active threat has entered your room or area.

• Fight back only as the last resort when your life is in imminent danger.
• Organize others and formulate a plan.
• As a group, throw books, furniture and electronics. Find anything you can use as a weapon against the assailant.
• Act as aggressively as possible to overpower or disarm the assailant.
• Once the police arrive, make sure your hands are visible, fingers opened and follow their directions.

Criminal Activity/Concerning Behavior

Everyone plays a role in making WCTC a safe environment. The College asks students to be alert to criminal activity and concerning behaviors on campus. If you observe either of these activities on campus, please report the incident to Campus Police at 262.691.5582 or 911.

Personal Protective Equipment

Personal protective equipment (PPE) is required and must be worn in any classroom, laboratory or shop where hazardous work is being performed. PPE can provide protection to the student’s eyes and face, head, hands, feet, ears/hearing and respiratory system.

Instructors will have responsibility for enforcing the usage of PPE. Written documentation of each offense will be provided to the student at the time of the offense. Students not in compliance with PPE requirements will be subject to the following discipline:

• First offense: A warning and be told not to return to the area until wearing proper PPE.
• Second offense: Suspension from class for a minimum of one class session. The student must meet with a counselor or associate dean before being re-admitted to the class; upon being re-admitted, proper PPE must be worn.

Further violations may require a meeting with the dean and may result in Student Code of Conduct violations.
Hazard Communication

The Hazard Communication Standard was designated to alert individuals about hazardous chemicals by providing them access to information on the physical and health hazards of chemicals, safe handling precautions and emergency and first aid procedures. The standard is also known as the “Right to Know Law.”

This requires chemical manufacturers and importers to determine the health and physical hazards of chemicals and report these hazards on a Safety Data Sheet (SDS) and container label. A SDS must be available for all hazardous chemicals present on the campus. Students will have access to information regarding the chemicals through WCTC’s SDS online management program, MSDSonline, which is available on the myWCTC student portal.

Contact the Environmental, Health and Safety Office for questions regarding chemicals used in class or those in which there may have been exposure.
Equal Opportunity at WCTC

WCTC supports equal educational opportunities for students. This concept of equal educational opportunity serves as a guide for the District Board and the staff in making decisions relating to selection of educational equipment, materials and regulations affecting students and College facilities.


Accordingly, as provided by Chapter 38 and the Wisconsin Fair Employment Law (Sec.111.31 - 111.395, Wis. Stats.), the College will provide equal opportunity in all of its employment practices to all persons regardless of their political affiliation, age, race, creed, religion, color, disability, gender identity, marital status, parental status, sex, national origin, ancestry, citizenship, sexual orientation, pregnancy, arrest or conviction record, service in the armed forces, genetic information and testing, family and medical leave, or use or non use of lawful products off the College's premises during non working hours.

The lack of English-speaking skills is not a barrier for admission to the College or its programs.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. See more information at www.wctc.edu/FERPA.

These rights include:

- The right to inspect and review the student's education records within 45 days from the day the College receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
• The right to provide written consent before WCTC discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes such disclosure without consent.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College.

**Lost and Found**

Several lost and found sites are located throughout the campus. Any found items should be taken to these areas:

- Graphics Building, room G-120
- Health Building, room H-101
- College Center, room C-121

**Notice of Nondiscrimination**

Waukesha County Technical College does not discriminate on the basis of age, race, color, creed, religion, disability, gender, marital status, sexual orientation, national origin, ancestry, citizenship, pregnancy, genetic information and testing, family and medical leave, arrest or conviction record, membership in any component of the military forces of the United States or Wisconsin, or other applicable legislated categories, in its services, employment programs, and/or its educational programs.

WCTC prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**Personal Student Messages**

WCTC does not accept and/or deliver personal messages to students other than in extreme emergencies.

**Posters and Flyers on Campus**

All posters and flyers to be posted on campus bulletin boards must be approved through the Student Development Office (room C-121). Only posters pertaining to campus activities, classes or services of a direct nature to student interests will be posted. All posters must be no bigger than 8.5 inches x 11 inches and must be in the designated area marked on the boards. Posters that are not approved and/or do not follow the guidelines will be removed immediately. Additional information on the campus posting policy can be obtained from Student Development Office.
**Religious Belief Policy**

WCTC will provide reasonable accommodation for class absences due to students' religious beliefs with regard to examinations and other academic requirements without prejudicial effect on the students' grades. The following are steps needed for accommodations:

- Students must provide written notice to an instructor at least five business days in advance of the anticipated date/dates of absence for which they request accommodation regarding an academic requirement.
- Faculty must allow students to make up any required work without prejudicial effect to grades.
- Instructors are not obligated to schedule make-up assignments before the regularly scheduled requirements. However, make-up dates must be scheduled in a timely manner to ensure that a student's preparation is not prejudiced.

For information on the policy contact, Student Development at 262.691.5302.
Restraining Orders/Orders of Protection

Any student who has a restraining order or other order of protection against another person is encouraged to provide a copy of any temporary, protective or restraining order which is granted, as well as a copy of any protective or restraining order which is made permanent to the Campus Security Coordinator, Director of Student Development, or designee of either. Both departments will work with the student(s) involved with any of the previously mentioned orders to create a safety plan.

Find the most comprehensive, updated copy of the Restraining Order Policy in the myWCTC student portal or call the Student Development Office at 262.691.5302 or Campus Security 262.691.5225

Sex Offender Policy

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration

Things to know
Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Waukesha County Technical College Campus Security Department will provide a link to the Wisconsin Department of Corrections Sex Offender Registry.

WCTC will issue a statement advising the campus community of where state-provided law enforcement information concerning registered sex offenders may be obtained as required by legislation. Sex offender students who are required to register in a state must provide notice of conviction to identified staff at WCTC.

Sex offender registry information shall be used for:

- The purposes of the administration of criminal justice.
- Screening of current or prospective employees or volunteers.
- For the protection of the general public and children, in particular.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry, which can be found on the Wisconsin Department of Corrections Sex Offender Registry website at http://offender.doc.state.wi.us/public.

**Understanding Title IX and Your Rights at WCTC**

WCTC prohibits all forms of illegal discrimination, harassment, intimidation and coercion on campus and at College-related activities and functions. Sexual harassment, assault and other forms of sexual misconduct are considered a form of gender-based discrimination.

WCTC seeks to create and maintain a campus free from incidences of sexual misconduct through education, programming, training for students and staff, clear policies and consistent sanctions for any violation of these policies.

These prohibitions are included in College policies and procedures, s. 36.12, Wisconsin Statutes, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended. A summary of the laws and policies implemented by the College can be found online at www.wctc.edu/sexual-misconduct.

Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct, sexual violence, and pregnant and parenting students.

WCTC is responsible for taking immediate and effective steps to respond to sexual misconduct and violence. Sexual violence may include physical sexual acts performed against a person’s will, or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion.
Title IX Coordinator

Individuals with questions or concerns about sex discrimination, sexual harassment, sexual misconduct, sexual violence, being a pregnant and/or parenting student, transgendered or in the process of transitioning may contact the following resources:

Student Contact – Jonathan Pedraza  
Student Development/Deputy Title IX Coordinator  
jpedraza2@wctc.edu  
262.691.5295

Sherry Simmons  
Director, Compliance & Equity  
compliance@wctc.edu  
262.695.3481

Voluntary and Involuntary Withdrawals

Waukesha County Technical College's Student Code of Conduct authorizes the vice president for Student Services, Student Development office, and/or the manager- Safety, Security and Risk Management to remove a student from the College. In addition to disciplinary action that may be taken under other College policies and procedures, the College reserves the right to request or require students to withdraw from the College for behavior that significantly disrupts the ability of other students, faculty or staff to participate in the educational programs or employment opportunities offered by the College. This policy was developed to support student academic success. This policy does not supplant any academic performance or discipline-based withdrawal or dismissal policies maintained by academic units. For comprehensive information about WCTC’s Voluntary and Involuntary Withdrawal process, please see the Student Handbook on the myWCTC student portal under the Student Resources section.
WCTC 2018-2019 Academic Calendar

August 22, 2018 .................................. Fall semester starts

September 1 - 3, 2018 ................ College closed - Labor Day

October 9, 2018 ................ Spring priority registration begins

October 29, 2018 ............... Open spring registration begins

November 22 - 25, 2018 .................. College closed - Thanksgiving break

December 9, 2018 ........ Winter commencement ceremony

December 18, 2018 .................. Fall semester ends

December 22, 2018 - January 1, 2019 ........ College closed - Winter break

January 18, 2019 ...................... Spring semester begins

March 18 - 24, 2019 ........ No classes - Spring break

April 19 - 21, 2019 ............... College closed - Spring holiday

May 18, 2019 ...................... Spring commencement ceremony

May 17, 2019 ...................... Spring semester ends

May 25 - 27, 2019 ................ College closed - Memorial Day

July 4, 2019 .................. College closed - Independence Day
Letter Grading Scale ........................................... 19
Library Services ............................................. 22-23

Lost and Found .................................................... 42
Mass Notification System ..................................... 35
Military Educational Benefits ................................ 6
Multicultural Resource Center (MRC) ...................... 13-14
myCard ............................................................. 24
myWCTC ........................................................... 24

Notice of Nondiscrimination .................................. 42

Office 365 ........................................................... 24
Online Learning ................................................... 23
Out-of-State Tuition .............................................. 11
Owl Cafè ............................................................. 8
Owl’s Nest ........................................................... 8

Panic Buttons ....................................................... 36
Peer Tutoring ....................................................... 22
Personal Protective Equipment ............................... 39
Personal Student Messages ................................... 42
Posters and Flyers on Campus ............................ 42
Print Kiosks ......................................................... 24

Refund Schedule .................................................. 12
Registration ........................................................ 9-12
Religious Belief Policy ......................................... 43
Repeating a Course ............................................. 10
Reporting Hazards .............................................. 34
Restraining Orders ............................................. 44
Rights at WCTC ................................................ 45
Robin ................................................................. 24

Safety Rules and Policies ...................................... 33-34
Service Desk ....................................................... 16, 23
Severe Weather ................................................ 37
Sex Offender Policy ........................................... 44-45
Spill Form ............................................................ 35
Student Accessibility ......................................... 12
Student and Instructor Drops ................................ 10
Student Conduct and Behavioral Intervention Team 16
Student Development ...................................... 13-16
Student Email ..................................................... 24
Student Employment Services ............................. 5
Student Enrichment Center ................................. 21-23
Student Government Association .......................... 14-15
Student Health Insurance .................................. 15
Student Mentoring Program ............................... 14
Student Organizations ...................................... 14-15

TechEx Center ................................................... 16, 23
Technology ......................................................... 16, 23-24
Testing Services ................................................. 25
The Hub ............................................................... 8
Title IX ............................................................... 35, 41, 45-46
Tuition ................................................................. 11

Veterans Services ................................................ 25
Violence on Campus ........................................... 38-39

Weapons on Campus .......................................... 37-38
WEPA printing ................................................. 24
Wifi ................................................................. 23
Withdrawal (W) ................................................... 10, 46
To WCTC Pewaukee Campus

Coming from the east on Hwy. 190 (Capitol Drive):
• Travel west on Capitol Drive. Turn left onto Hwy. 16 East.
• Take first exit, Main Street (exit 188).
• Turn left off hwy. ramp and proceed to the WCTC main entrance on right.

Coming from the east on I-94:
• Travel west on I-94. Exit onto Hwy 16 West (exit 293C).
• Continue to first exit, Main Street (exit 188).
• Turn left off hwy. ramp and proceed straight into the WCTC main entrance.

Coming from the west on I-94:
• Travel east on I-94. Exit Hwy T (exit 293).
• Turn left onto Hwy T.
• Follow Hwy T North about 2 miles to the WCTC main entrance on left.

Coming from the west on Hwy 16:
• Travel east on Hwy 16 East.
• Exit Main Street (exit 188).
• Turn left off hwy. ramp and proceed to the WCTC main entrance on right.

Parking
The student handbook is published by the Office of Student Development. For additional questions, call 262.691.5302 or email studentdevelopment@wctc.edu.

Waukesha County Technical College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in employment, admissions or its programs or activities. The following position has been designated to handle inquiries regarding the College’s non-discrimination policies: Director, Compliance and Equity, 800 Main Street, Pewaukee, WI 53072 or 262.695.3481 or compliance@wctc.edu.